**(INTRO - Taped)**

NOTE: "(S1-38 refers to the associated slides/graphics)

<div align="center">(s1) <b>CerTest TIPS</b></div>

If you are a new CE education and training manager, or not very comfortable with using CerTest, here a few preliminary pointers for you.  First, go to the AFCESA home page at WWW.afcesa.af.mil.  **(s2)** Then under the **Products & Services** margin, click the **Training area**. This will bring you to the Training Division Screen **(s3)**.  Scroll down to the **Training Materials** heading.  Here you will find the CerTest Management guide and the CerTest How-do-I guide.  Select and read the management guide **(s4)** to get a clear understanding of CerTest and how to establish and administer the program.  As the name suggests, the How-do-I guide **(s5)** will provide step-by-step instructions on how to use the software.

Next, it is important to ensure you are using the most current version of CerTest **(s6a)**. Your CerTest 3.0, delivered on CD-ROM, should now be updated to CerTest 3.1 **(s6b)**. This update is only available by going to the AFCESA home page and following the downloading instructions.

Follow carefully as we accomplish upgrading our 3.0 to 3.1.
Step 1.  Select a web connected computer that has CerTest 3.0 loaded

NOTE:  If your CerTest computers do not have web access you may need to download the 3.1 update from the web to a writable CD-ROM.  If you are not sure how to do this, or any of the steps well cover today, see your unit computer technicians or systems administrators for assistance.

Step 2.  Open "Windows Explorer" **(s7)**, and verify the location of your CerTest directory, usually under your "C" drive.

Step 3.  Go to the AFCESA home page and select "Training" from the "Product & Services" margin **(s8)**.  This will take you to the Training Division screen **(s9)**.

Step 4.  From the "Training Division" screen, scroll down to "Support Area Topics" and select "CerTest 3.1 Updates".  This will launch you to the "January 2000 CerTest Test Update" screen **(s10)**

Note:  The 3.1 update contains two sub updates.  The first is aimed at updating some terms and laying down the necessary preparatory data to receive new tests. The second sub step involves loading and, or updating the test list in CerTest.

Step 5.  From the "January 2000 CerTest Test Update" screen, scroll down to the downloading box **(s10a)**, and select the "CerTest Specialty Update" field.  The "File Download" function box will appear **(s11)** with the option to "Save this program to a disk" option defaulted**.**  Select ok to accept this option.

Step 6.  The "Save as" function box **(s12),** will appear.  If CerTest is not in the "Save in" field, use you drop down button to locate it.

Step 7.  Click "save" to copy the upgrade files to the CerTest program.  A "Download complete" **(s13)** confirmation box will appear, acknowledging successful transfer of the initial files.  Click "OK" to complete the first phase of this upgrade.

Before you begin the second phase, create a new folder on your "C" or main drive **(s14a)**  and call it "New Tests" **(s14b)**

Now you should be ready to update your test list

Step 1.  From the "January 2000 CerTest Test Update" screen **(s15),** select the "Click here to download tests" field.  Another screen **(s16a),** will appear presenting two options: Either downloading all tests **(s16b)**, which is the preferred option, or downloading each test individually **(s16c)**.  Since the procedures for both are relatively the same, today we'll cover the preferred option: downloading All tests.

Step 2.  Select the "All tests.exe" option, which will cause the "File Download" function box to appear **(s17).**  The default option is to "Save this program to a disk".  Select ok to accept this option.

Step 3.  The "Save as" function box **(s18),** will appear.  If the "C" drive is not in the "Save in" field **(s18a)**, use you drop down button to locate and select your "C" drive, or wherever you created the "New Tests" folder **(s18b…c)**.

Step 4.  Click "save" to copy the upgrade files to the CerTest program. **(s19)** A "Download complete" confirmation box will appear, acknowledging successful transfer of the initial files.  Click "Close" to complete the download.

Note:  The "all tests" file is a zipped file, so you must unzip it before continuing

Step 6.  To do so, find the "New Tests" folder in windows explorer **(s20a),** and open it **(s20b).**

Step 7.  **(s20c)**  Open the zipped "all tests" file by double clicking it.  The WinZip Self extractor box will appear and prompt you to unzip your files to a specified location. Take extra care to note where your unzipped files will be sent.   WinZip usually unzips files and sends them to a Temp Folder in Windows.

Step 8.  Press unzip.  When complete, an information box will appear indicating that "two files were successfully unzipped."

Step 9.  Open CerTest and log in as a manager. **(s21).**

Step 10.   Open the "Test List" screen **(s22).**

Step 11.   From your "File" menu **(s23),** select "Copy tests from diskette" option.

Step 12.   When prompted by the "copy from" box **(s24),** locate the unzipped test files **(s25) . . . (s26).**

Step 13.   When you have located the "ALLTESTS.TST" file, click "ok".

Step 14.   A "Copy Tests" box will appear **(s27a)**.  Select all 110 tests by holding down your shift key scrolling down to the last test on the list **(s27b).**

Step 15.  Press copy.  You'll be prompted with some choices **(s28)**.  Select "Yes to all if newer".  CerTest will immediately accept the most current updates from the test list.

Step 16.  An information box will appear with the total amount of tests copied **(s29)**.  If all tests were new, the box will simply state "110 tests copied."

Step 17.  Repeat the appropriate steps to add the five HVAC/R 3E151B CDC **(s30a…b…c),** review exercises that were left out of the original 110 tests.  A box will appear **(s31),** acknowledging the successful uploading of new tests.

If all the latest updates are made to your CerTest 3.0 **(s32a).**, you will have successfully completed your upgrade to CerTest 3.1.1 **(s32b).**

Intro
This segment is aimed at briefly introducing you to one of the many exciting on-going developments here at AFCESA.

(Intro Video)

The Contingency Operations and Vocational Engineer Review Training program, or COVER Train project, will revolutionize the way we currently deliver and track training at each unit.

In future broadcasts we'll actually demonstrate the product and conduct training for users and administrators.  But for now, we'll simply introduce the concept, as many of you have never even heard of the product or what benefit it would be to your training program.

We'll take a few minutes to acquaint you with some general information, and share an update and projections.

First off, What is COVER Train?
Since the Air Force has a lasting reputation of using acrostics and catchy acronyms for new programs, we thought the least we could do is not disappoint you by breaking traditional expectations.  So we thought of COVER Train, since it best represented what we desired to do and where we are expecting to go.

The Concept is simple and familiar.  A cargo train represents the specially tailored software the pulls boxcars representing AF Specialties.  Each boxcar's cargo represents the training material that each passenger or

trainee will have at his or her disposal.   Supervisors and Trainers will be the train's on-board conductors and Unit training managers will be the train's engineers.

**(s36a).** (S4)

COVER Train's major dividends will be its stability (stand alone delivery), clarity (digital quality), capacity (high volume of training materials and videos in DVD with an ultimate yield of 17 Gigabytes), and simplicity (a user and manager friendly application)
**(s36b).**

This product will literally "cover" training.  This one-stop-training program will have the capability and capacity to deliver training to anyone, anywhere, at anytime.  AFI 36-2201, and other training guidance were painstakingly reviewed for coverage.  The only facet COVER Train did not, and will not, replace is "hands-on" training

**(s37).** (S5 & 6)

Here is and update and projections of the development of COVER Train

**(s38a…b).** (S7)

Contingency Operations and Vocational Engineer Review Training
**(s38c).**

Keeping Education and Training on-track through the 21st Century.
**(s38d).**